

Client # _____

CONTRACTOR PAYMENT REQUEST

Homeowner: _____

Date: _____

Address: _____

Contract Amount: \$ _____

Contractor: _____

Address: _____

Type of Payment: _____ Progress _____ Final

Contractor: I hereby request an inspection to receive payment # _____ for the amount of \$ _____. I certify that I have satisfactorily completed the necessary work to justify this request and that all bills incurred for labor used and materials furnished in making said repairs and improvements have been paid in full of this date. See attached cost breakdown.

Contractor's Signature: _____ Date: _____

Homeowner: I/We hereby agree that the work stated by the contractor has been completed and approve payment to the contractor in accordance with the Agreement and contingent upon inspection and concurrence by the Construction Advisor. It is understood that the actual amount disbursed will be based on the findings of that inspection.

Owner's Signature: _____ Date: _____

Owner's Signature: _____ Date: _____

Construction Advisor: I hereby certify that all work is completed as indicated on the contractor's payment request. I hereby request approval of the payment to the contractor in the amount of \$ _____.

Construction Advisor: _____ Date: _____

If Applicable, Housing Rehabilitation Programs Manager:

I hereby approve the payment to the contractor in the amount of \$ _____.

Housing Rehabilitation Programs Manager: _____ Date: _____
